

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Executive Producer

Class Code: 30366

A. Purpose:

Oversees all local productions of the television network to ensure the goals, objectives, policies, and aesthetic standards established by the network are met.

B. Distinguishing Feature:

The Executive Producer oversees producers, associate producers and all local program producing.

The Producer plans, writes, produces and oversees specific television program and other educational or promotional productions.

The Associate Producer under the direction of a producer, executive producer or production manager writes, edits, acquires images and sound, and produces television, video, or promotional program segment or interstitial content.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Oversees the day to day work of the producing staff to ensure the goals and the objectives of the network are met.
 - a. Assigns producing staff members to various producing projects and monitors and oversees their work.
 - b. Provides work direction to producing staff.
 - c. Coordinates developmental training for producing staff.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Participates in producing staff performance reviews, approves leave requests and addressed disciplinary problems.
2. Reviews individual productions with staff to assure budgetary and conceptual compliance with network production standards.
 - a. Reviews and approves all scripts for local programs.
 - b. Approves and reviews the work plans of the producing staff.
 - c. Coordinates contractual agreements regarding local productions.
 - d. Reviews and monitors production budgets; recommends budget changes to the Director of Television.
3. Coordinates with the Production Manager and the Director of Television to ensure efficient program production.
 - a. Conducts long-range planning.
 - b. Coordinates production activities.
 - c. Recommends equipment purchases.
 - d. Reviews completed programs to assure compliance with network standards.
 - e. Oversees and maintains production legal files.
4. Coordinates with the Grant Manager and the Director of Television to assist the producers and the associate producers in seeking out, writing, and application of production grants to meet network goals and objectives.
5. Researches, writes scripts for, and produces productions as needed to ensure completion of programs by deadline.

7. Acts as liaison between South Dakota Public Broadcasting Television and outside entities to ensure understanding of the television position.
8. Coordinates and maintains the network's music library to ensure availability of music for productions.
9. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Program Manager and serves as lead worker over the Producers and Associate Producers.

E. Challenges and Problems:

Challenged to balance expectations from outside agencies against the production capabilities of the network. This is challenging because of varying degrees of client's and agencies production expertise. Also challenged to make changes which will improve upon existing productions while making allowances for new productions.

Problems resolved include maintaining the consistency of an original idea through program or segment completion, meeting deadlines, working within an assigned budget, and working effectively with creative individuals with divergent views.

F. Decision-making Authority:

Decisions include approval of production budgets, scripts, guests, the schedules of producers and associate producers, and assigning producers and associate producers for each production; the training needed by producing staff; and determining if location shoots are appropriate to the program.

Decisions referred include spending authority for equipment purchases, unresolved staff or scheduling conflicts, and disciplinary issues.

G. Contact with Others:

Daily contact with network management and producing staff to coordinate schedules or resolve problems. Regular contact with all other internal departments to exchange information, outside agencies with which public television is producing contract projects, and with outside entities seeking collaboration with SDPB.

H. Working Conditions:

Working during the day and/or night in a television studio or at a remote location lifting and transporting heavy and bulky television equipment while exposed to high voltage and hanging or ground laid cables in various indoor and outdoor environments and during good or adverse weather. Completion of assignments necessitates travel of one day to a week or more across the state as well as weekend and holiday work.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the practices, principles, aesthetics and techniques of television producing;
- copyright rules and regulations;
- Federal Communications Commission rules and regulations;

- technical aspects of broadcasting and programming;
- record keeping practices;
- resources management.

Ability to:

- communicate information clearly and concisely;
- direct the work of others;
- write and edit materials for television programs;
- determine television program needs;
- prepare budgets for television productions;
- use independent judgement within established guidelines;
- operate television production equipment;
- operate computers;
- travel when required;
- work a flexible schedule to include occasional nights, weekends, and holidays;
- lift fifty pounds.